



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

MOUNTED PATROL SERGEANT

Job Number: 20000685

Job Code: 23520V161016

Job Group: 2300 - POLICE PROTECTION

Job Established: 04/16/1987

Job Revised: 10/16/2016

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides staff support as second in command of the Kentucky Horse Park's mounted patrol operations; OR, serves as a shift supervisor of a shift of mounted patrol officers; and performs other duties as required. (Employees in this job title must be able to ride horses in carrying out their duties.)

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have three years of law enforcement experience as a sworn police officer.

Substitute EDUCATION for EXPERIENCE:

Current certification as a law enforcement officer by the Kentucky Law Enforcement Council will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must be twenty-one years of age. Employees in this job title are subject to the provisions of KRS Chapter 15 and 503 KAR 1:140 relating to peace officer certification as administered by the Kentucky Law Enforcement Council. Must maintain any required licensure(s), certification(s), or other

credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. <http://www.lrc.state.ky.us/KRS/015-00/382.PDF>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs all duties of a Mounted Patrol Officer in addition to the duties characteristic of this job title. Acts as the administrator of the mounted patrol program in the absence of the Mounted Patrol Captain. Implements operational policies and procedures of the mounted patrol force. Make recommendations regarding personnel matters and provides input on performance appraisals. Prepares reports, maintains operational records, and issues equipment. Cooperates with other law enforcement agencies for special events. Promotes and maintains positive public relations. Rides horses as part of the mounted honor guard and in other assigned duties.

UNIQUE PHYSICAL REQUIREMENTS:

The park and grounds will be patrolled by employee either by walking, on horseback or operating a motor vehicle. Must be able to carry and fire weapons. Must have the ability to lift bales of hay and work with horses.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work outdoors in a variety of climatic conditions. Employees in this job title are subject to being available twenty-four (24) hours a day. Must have the ability to answer questions from park visitors and provide information on park activities.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.